

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:344-599

Quotations are Due By:

(Eastern Time) 10:00 AM on 09/11/2008

Submit Fax Quotes to: 00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: Folders 5 part Procurement Assistance

QUANTITY: 2000 Four-leaf, Expansion, File Folders (includes 50 departmental random (blue label) copies).

NOTE: CONTRACTOR may submit quotes via CONTRACTOR CONNECT or

****FAX QUOTES to 202-512-1581 **** or ***FAX QUOTES TO (202) 512-1368.*****

Plus one Complete Set of films

TRIM SIZE: Front and Back Leaves: 9-1/2 x 11-3/4".

Inner Leaves: 8-3/4 x 11-1/2" (plus 1/2" outside lip).

Total Expansion: 3" (1" between all leaves)

PAGES: 8

SCHEDULE:

Furnished Material will be available for pickup by 09/12/2008

Deliver complete (to arrive at destination) by 09/26/2008

F.O.B. destination

QUALITY LEVEL: 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

PRINTING: Front leaf prints Black type matter on face and back; two inner leaves print Black type matter face and back of tabs. Back leaf prints Black type matter on face only. Contractor to follow sample furnished for exact type positions and orientations.

CONSTRUCTION: Four-leaf file folder to be bound on the outside with a Brown book cloth strip approx. 4" wide on the 11-3/4" dimension to allow for total expansion of 3" (1" between all leaves). This strip must wrap around the ends - do not cut flush. Inner leaves must have a cloth strip approx. 2" wide on the 11-3/4" dimension between front and back leaves and each inner leaf. These strips must be the same material as outside strip and are to be cut flush. Cloth strips are scored and folded at 1/2" intervals between front and back leaves and each inner leaf to provide expansion feature plus 1/2" overlap onto the leaves of the folder.

Die Cutting: Each inner leaf to have a 1/3rd cut 1/2" lip on the outside 11-1/2" edge in positions as follows: first inner leaf position 1, second inner leaf position 2. In addition, die cut the inner leaves at top as required to accommodate the dual-type fasteners. Round all outside corners (all four leaves) and lips.

Fasteners: Front and back leaves to each have one permanently affixed Remington Rand Kompakt or equal design metal fastener on the inside, 2-3/4" center to center with 2" capacity. Inner leaves to each have one Twinpakt or equal design metal fastener, 2-3/4" center to center with 1" capacity. Other fasteners of similar design with equal quality and durability may be used. Position of fasteners from center of fastener:

Inside front and back leaves: 3/4" from top and 4-3/4" from bind
Inner leaves: 5/8" from top and 4-1/2" from bind

NOTE: Contractor to produce one set of Negatives for entire job or Press-ready PDF and return to agency.
MATERIAL FURNISHED: Contractor to pickup at GPO. One previously printed folder to be used as construction guide and as manuscript copy (match sample for typeface and sizes)- set total of Five vertical typelines for tabs beginning with inside of front leaf, backside of first inner leaf, both sides of second inner leaf and inside of back leaf. Set one type line on face of front leaf.

Follow sample provided.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

All Leaves: JCP Code* R10, Natural Shade Pressboard, (Type III), Basis Size 25.2 X 30.2", approximately 18-pt. Match sample. (note that grain of stock must be parallel to the short dimension on all leaves)

Cloth Strips: Brown pyroxylin impregnated book cloth that conforms to the American National Standard for fabrics for Book Covers, designated ANSI L29.1-1977 Group C or polyolefin book plastic.

COLOR OF INK:

Black

PRINT PAGE: See Above

MARGINS:

Set type and impose as sample; adequate gripper except on tabs (no bleeds).

BINDING:

See description above.

PACKING:

Shrink wrap in units of 25. Pack suitably per shipping container.

***NOTE: Indicate quantity, title and requisition number 8-00033 on containers.

DISTRIBUTION:

F.O.B. DESTINATION:

Deliver 1,998 (including 50 Departmental Random "Blue Label" copies) to: SBA, 16071 Industrial Drive, Gaithersburg, MD 20877. (240-276-0826).

Deliver 2 copies plus Government Furnished Material and (Negatives OR Press-Ready PDF) to: Small Business Administration, Attn: Andrea Levenberry (202) 205-7040, 409 3rd Street, SW, Washington, DC 20416.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:
Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level 1.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:	Specified Standard
P-7. Type Quality & Uniformity:	Furnished Sample/Average Type Dimension